



## **U.S. EMBASSY BRIDGETOWN, BARBADOS VACANCY ANNOUNCEMENT**

**No. 006/13N**

**DATE:** March 19, 2013  
**OPEN TO:** All Interested FSN candidates  
**FROM:** Molly Steinbauer, Regional Executive Officer, USAID  
**POSITION:** **Administrative Assistant, USAID**  
**OPENING DATE:** March 19, 2013  
**CLOSING DATE:** April 2, 2013  
**WORK HOURS:** Full Time; 40 hours/week  
**SALARY:** BD\$59,205.00 FSN Grade 7 Equivalent  
(Offer will depend on salary history)

***NOTE: ALL ORDINARILY RESIDENT (OR) APPLICANTS (See Appendix A) MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.***

### **BACKGROUND**

The countries of the Caribbean, commonly referred to as the “Third Border”, are of special interest to the United States. USAID/Barbados and Eastern Caribbean has its mandate to support the six independent states of the Organization of Eastern Caribbean States, as well as Barbados, Guyana, Trinidad and Tobago, and Suriname. The current strategy 2011-2015, includes three Functional Objectives: Governing Justly and Democratically, Investing in People and Economic Growth. Through these objectives the strategy focuses resources on urgent challenges facing the region – the challenges of youth to positively contribute to the economic development of the region, adaptation to climate change and the challenge to control HIV/AIDS. The descriptive goal statement of the strategy is: *To promote a stable, just and resilient environment supported by social and economic opportunities for the well-being of citizens and growth of Caribbean States.*”

USAID Barbados and Eastern Caribbean office is located in Bridgetown, Barbados. The Mission is currently comprised of 17 staff, with daily operations and program implementation under direction of the USAID Mission Director. Mission staff includes a four-person General

Development Office, a three-person Health-HIV/AIDS Office and a three-person Technical Unit based in Georgetown, Guyana. Technical staff is supported by a three-person Program Office and a three-person Administrative Office. The Mission also provides operational support to the three-person Caribbean Regional PEPFAR Program based in Barbados. Additional support (administrative backstopping, contracting, legal and financial management) is provided by USAID/Dominican Republic and Washington Headquarters.

### **BASIC FUNCTION OF POSITION:**

With minimal supervision and guidance from the Administrative Specialist, the incumbent will serve as Administrative Assistant with primary focus on travel management and voucher processing. S/he is the recognized expert on all official travel, prepares Travel Authorizations and Travel Vouchers consistent with guiding rules and regulations, and coordinates regularly with the Embassy's Travel Agent. S/he is also expected to function as the primary point of contact for Mission voucher processing and payment disbursement, including related financial management functions such as VAT processing and routine Bill of Collection coordination.

### **MAJOR DUTIES AND RESPONSIBILITIES**

#### **Travel Management (50%):**

- Coordinates all official travel for Mission personnel, including visitors on temporary duty assignment and Mission Invitational Travel.
- Works closely with each traveler to prepare travel authorizations and travel vouchers.
- Advises Mission staff on post policies regarding official travel, USG travel regulations, airline regulations and host government rules and practices when applicable.
- Coordinates necessary arrangements for reservations, hotel bookings, local transportation for official travel.
- Advises employees of entitlements and restrictions on a wide variety of travel situations, including but not limited to home leave and transfer, direct transfer, rest and recuperation, medical evacuation, emergency visitation, invitational travel, educational travel, and separation travel.
- Ensures rapid emergency action for medical evacuation travel (MEDEVAC) and emergency visitation travel cases on short notice.
- Reconciles monthly statement of the Mission's Travel Card.
- Reconciles monthly commission and service fee framework with contracted travel agency.
- Maintains Official Travel Files.
- Reviews and processes completed files for close-out.
- Works closely with ICASS Travel and ICASS Shipping regarding un-accompanied Baggage (UAB) and House-hold Effects (HHE) for arriving or departing employees.
- Uses judgment and diplomacy while applying regulations to specific cases
- Respectfully and tactfully handles customer needs.

#### **Voucher Processing (35%):**

- Responsible for receipt, payment processing and disbursement of all Mission invoices; ensuring payments are made in timely manner and include all relevant supporting documentation

- Serves as Mission VAT point of contact, including timely processing of VAT requests and liaising with Embassy VAT Coordinator.
- Coordinates and tracks all Bill of Collections with the Regional Controller in Santo Domingo.

**File Custodian (10%):**

- Serves as Official File Custodian for the Technical Offices, ensuring routine coordination with the the Mission's Communication and Records Clerk and timely submission of required USAID Official Records reports and taskers.

**Other Duties As Assigned (5%):**

- Serves as backstop to the Mission's administrative support personnel as necessary for routine and daily actions, including but not limited to, Mission Director support, receptionist duties, time and attendance, e-services coordination, communication and records duties.
- Performs one off tasks which may be required from time to time at the request of Mission staff.

**QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE**

- Education:**  
Completion of secondary school is required.
- Prior Work Experience:**  
A minimum of four years of administrative experience is required.
- Post Entry Training:**  
Post-entry training will be provided and will be primarily in USG travel and administrative policies and procedures.
- Language Proficiency:** Level IV, fluent written and oral proficiency in English, is required.
- Job Knowledge:**  
The Incumbent should be fully proficient in secretarial and administrative best practices with sufficient tact and diplomacy to manage in a fast-paced environment.
- Skills and Abilities:**  
Excellent organization and time management skills are essential to successful performance in this position. The incumbent will frequently have many Travel Authorizations (TAs) to process within strict timelines; consequently, the ability to work under pressure is an important aspect of this position. The incumbent must work independently and be capable of utilizing his/her judgment while performing the job. A high degree of professionalism is required for effectiveness. Must be adept at providing sound advice; and establishing and maintaining effective working relations with employing agency staff at all levels. Must be familiar with Microsoft Word, Excel, Access, and PowerPoint programs with experience in navigating the internet.

## **POSITION ELEMENTS**

- a. Supervision Received:  
The Travel Coordinator is supervised by the Administrative Specialist who will establish work objectives and conduct the annual performance appraisal. The incumbent will, however, be expected to use his/her own initiative to prioritize assignments and to follow through with minimal guidance in order to meet established deadlines and objectives.
- b. Supervision Exercised:  
This position is non-supervisory.
- c. Available Guidelines:  
The supervisor provides the incumbent with USAID Barbados and Eastern Caribbean adopted administrative systems and process, USAID regulations and policies and U.S. Embassy Bridgetown administrative procedures to assist the incumbent as he/she becomes acquainted with Mission operations.
- d. Exercise of Judgment:  
Adherence to USAID policies and accepted practices is critical. The incumbent is expected to use good judgment in managing daily interpersonal interactions.
- e. Authority to Make Commitments:  
The employee has no independent authority to make resource commitments on behalf of the U.S. Government or USAID Barbados and Eastern Caribbean.
- f. Nature, Level and Purpose of Contacts:  
The incumbent will interface with USAID Barbados and Eastern Caribbean staff, USAID Dominican Republic staff, U.S. Embassy Bridgetown counterparts, and USAID Washington colleagues. The incumbent will also be expected to interface with U.S. government, local and regional government officials, dignitaries, and/or their designated staff as required.
- g. Time Expected to Reach Full Performance Level:  
One year.

## **Additional Selection Criteria**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.

## **To Apply**

Interested candidates for this position must submit the following for consideration of the application:

1. Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174); and
2. A current resume or curriculum vitae
3. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

*Copies of the complete Position Description listing all duties and responsibilities is available in the Bridgetown Human Resources Office. You may submit your application to [BridgetownHR@state.gov](mailto:BridgetownHR@state.gov) or to the following mailing address:*

*Human Resources Office  
U.S. Embassy  
Wilkey Business Park  
St. Michael BB14006  
Telephone: 227-4342  
Fax: 227-4048*

***ONLY THOSE RESUMES THAT MEET THE MINIMUM REQUIREMENTS WILL BE REVIEWED BY THE SELECTION COMMITTEE.***

***APPLICATIONS MUST BE RECEIVED BY CLOSE OF BUSINESS  
April 2, 2013***

Drafted: ABatstone, USAID  
Cleared: Molly Steinbauer, Regional EXO, USAID  
Approved: DSmolka, Mission Director USAID

This email is UNCLASSIFIED.